

## SBA LENDERS MAY ORDER FINGERPRINT CARDS DIRECTLY FROM FBI

SBA lenders may order fingerprint cards (FD-258) directly from the FBI by using the form available at [http://www.fbi.gov/hq/cjisd/forms/card\\_requisition\\_form.pdf](http://www.fbi.gov/hq/cjisd/forms/card_requisition_form.pdf).

Instructions for completing Order Form (handwrite or type):

- Fill in the Date block in the upper right-hand corner of the form.
- On the line that reads "FD-258 Applicant Fingerprint Cards (white card with blue ink)," fill in the number of cards you are ordering in the "Quantity with ORI#" column (**NEVER USE** the "Quantity **without** ORI#" block).
- Skip down to the "ORI Number" space, enter "USSBA000Z" (those are zeros not the letter O).
- In "Agency" space, fill in your bank name.
- In the "Agency point of contact & telephone #" space, fill in bank contact name and phone.
- In the "Complete shipping address" spaces, fill in the bank mailing address.
- Fax to fax number given on order form or you may mail form to address at top of the order form.

FAQS re ordering the cards are available at  
<http://www.fbi.gov/hq/cjisd/forms/orderingfps.htm>.